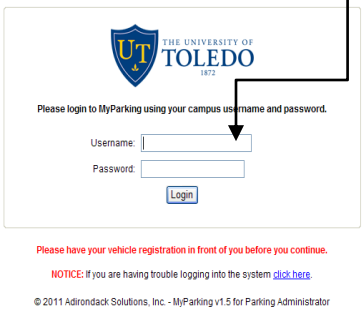
User Manual for the Parking Permit On-Line Request for Campus Affiliate

Before you begin the process, please make sure you know your vehicle:

- UTAD user name
- UTAD password
- Make
- Model
- Year
- License Plate information (*It is critical that you type the information as it appears on your plate*)

Step 1: Log In – Requesting a Permit

1. Log into the parking system at: http://myparking.utoledo.edu
2. Enter your UTAD user name and password


THE UNIVERSITY OF TOLEDO
1872
Please login to MyParking using your campus username and password.
Username:
Password:
Login
Please have your vehicle registration in front of you before you continue.
NOTICE: If you are having trouble logging into the system click here.
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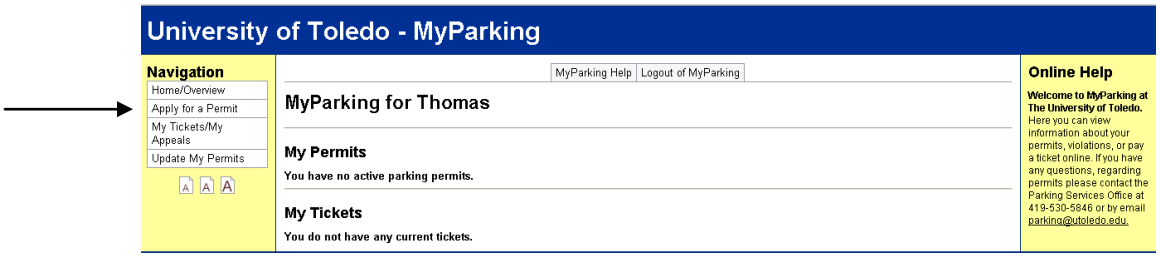
If you have a UTAD account but it needs updated please follow the separate instructions for updating the information then return to step one.

** If you do not have a UTAD account you will first need to contact your administrator who will work with the assigned UT oversight department. Please note the oversight department will need to gather the information below in order to work with the UT IT help desk to create a UTAD user name and password for you. **

Information you will need to provide:

1. Your Full Name
2. Have you ever attended and/or worked for UT or the former MCO?
3. Your SSN
4. Your Date of Birth

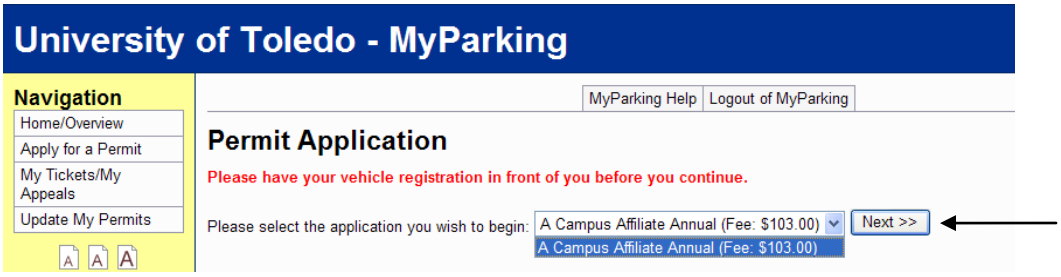
Step 2: Click on "Apply for a Permit"


University of Toledo - MyParking
Navigation
Home/Overview
Apply for a Permit
My Tickets/My Appeals
Update My Permits
MyParking Help
Logout of MyParking
MyParking for Thomas
My Permits
You have no active parking permits.
My Tickets
You do not have any current tickets.
Online Help
Welcome to MyParking at The University of Toledo.
Here you can view information about your permits, violations, or pay a ticket online. If you have any questions, regarding permits please contact the Parking Services Office at 419-530-5846 or by email parking@utoledo.edu.

Step 3: Select the permit in which you wish to secure

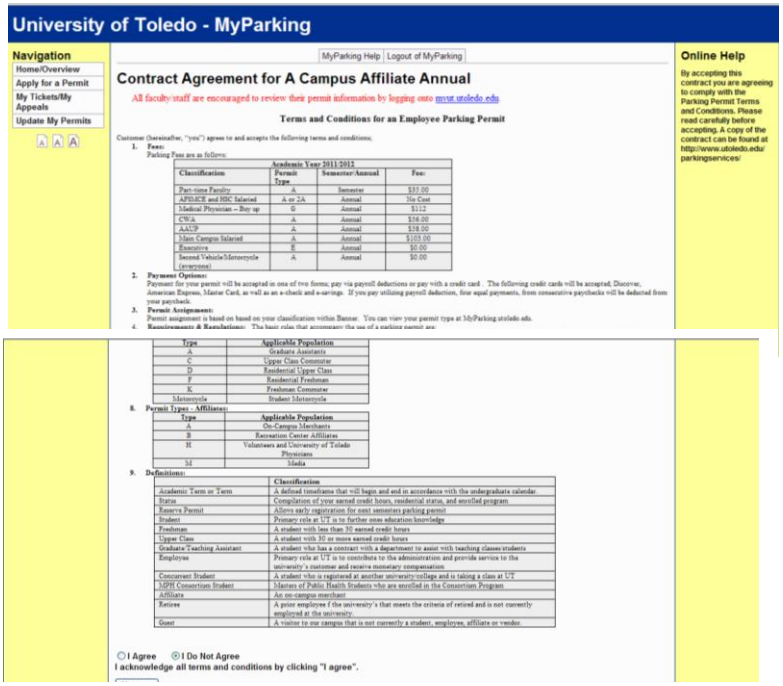
On the Permit Application screen you will see the permit(s) in which you are eligible to acquire;

1. Select the permit
2. Click "Next"


University of Toledo - MyParking
Navigation
Home/Overview
Apply for a Permit
My Tickets/My Appeals
Update My Permits
MyParking Help
Logout of MyParking
Permit Application
Please have your vehicle registration in front of you before you continue.
Please select the application you wish to begin:
A Campus Affiliate Annual (Fee: $103.00)
Next >>
A Campus Affiliate Annual (Fee: $103.00)

Step 4: Read the Agreement, click “I agree” then “Next”

The next screen is the Agreement screen – this screen provides you with a summary of the University’s Parking Rules and Regulations. It also provides you with links to all of the rules and regulations.


University of Toledo - MyParking
Navigation
Home/Overview
Apply for a Permit
My Tickets/My Appeals
Update My Permits
MyParking Help | Logout of MyParking
Contract Agreement for A Campus Affiliate Annual
Terms and Conditions for an Employee Parking Permit
Online Help
I Agree
I Do Not Agree
I acknowledge all terms and conditions by clicking "I agree".

Step 5: Fill in your vehicle information then click “Continue”

The Permit Application Screen is where you type in your vehicle information. Please pay special attention to the State and License Plate Number – these are critical.

University of Toledo - MyParking
Navigation
Home/Overview
Apply for a Permit
My Tickets/My Appeals
Update My Permits
MyParking Help | Logout of MyParking
Permit Application
- Enter the information exactly how it appears on your registration
- Incorrect information may lead to a ticket
* Vehicle Make/Model
Choose a vehicle make...
* Vehicle Year
* Vehicle Color
Black
Vehicle Color 2
None
Vehicle Color 3
None
* License State/Plate #
Choose a state...
Is the license plate a handicapped plate?
No
Yes
If model unlisted, enter here
If make unlisted, enter here
* Required
Continue >>
Online Help
Enter your vehicle information.
Vehicle Color is the primary color of your vehicle.
If there is a second or third color on your vehicle to denote, please use 'Vehicle Color2' and 'Vehicle Color 3'.
Click Continue.
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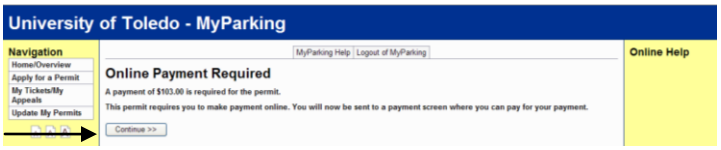
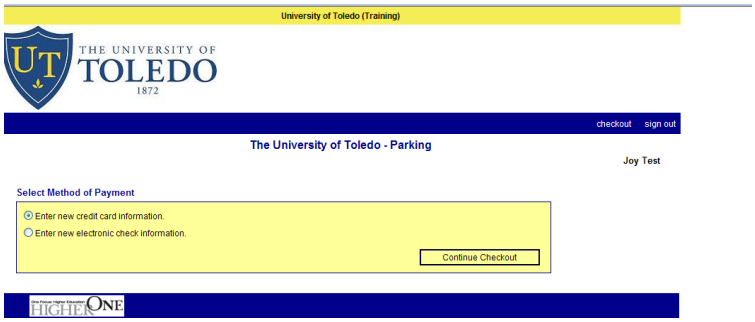
Step 6: The payment process. **Please note that we do not take “Visa” at this time.**

Select Continue

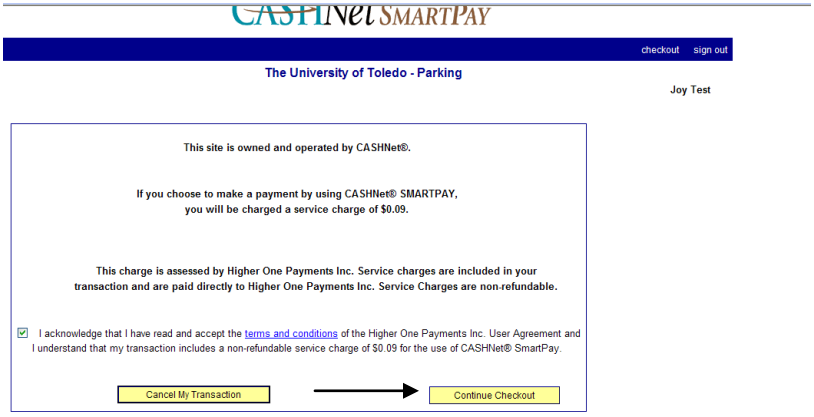

University of Toledo - MyParking
Navigation
Home/Overview
Apply for a Permit
My Tickets/My Appeals
Update My Permits
MyParking Help | Logout of MyParking
Online Payment Required
A payment of $103.00 is required for the permit.
This permit requires you to make payment online. You will now be sent to a payment screen where you can pay for your payment.
Continue >>
Online Help

Choose which method you will be paying with.

By clicking “Continue Checkout” you will continue forward.



You will receive the Terms & Conditions page where you will need to acknowledge before clicking “Continue Checkout”

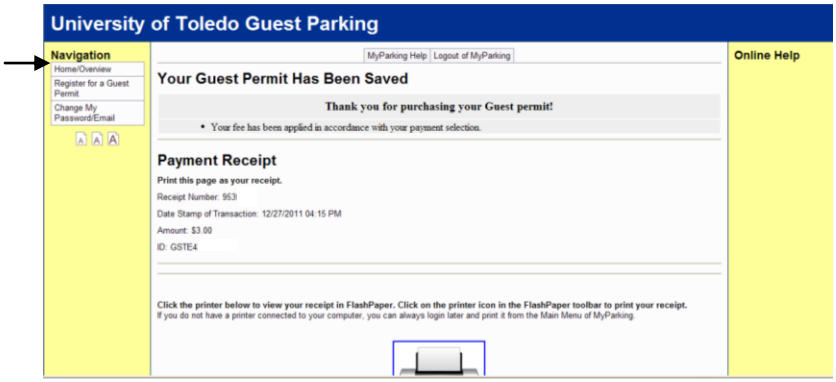

CASHNet SMARTPAY
checkout sign out
The University of Toledo - Parking
Joy Test
This site is owned and operated by CASHNet®.
If you choose to make a payment by using CASHNet® SMARTPAY,
you will be charged a service charge of $0.09.
This charge is assessed by Higher One Payments Inc. Service charges are included in your transaction and are paid directly to Higher One Payments Inc. Service Charges are non-refundable.
I acknowledge that I have read and accept the terms and conditions of the Higher One Payments Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of $0.09 for the use of CASHNet® SmartPay.
Cancel My Transaction
Continue Checkout

Enter your Credit Card or Checking information – then click “Continue Checkout”

Click “Submit Payment”

You should now see your receipt and the ability to print. You will also have a receipt sent to the email address you entered.

If you would like to see the permit you just purchased , click on “Home/Overview”


University of Toledo Guest Parking
Navigation
Home/Overview
Register for a Guest Permit
Change My Password/Email
MyParking Help
Logout of MyParking
Online Help
Your Guest Permit Has Been Saved
Thank you for purchasing your Guest permit!
Your fee has been applied in accordance with your payment selection.
Payment Receipt
Print this page as your receipt.
Receipt Number: 953
Date Stamp of Transaction: 12/27/2011 04:15 PM
Amount: $3.00
ID: GSTE4
Click the printer below to view your receipt in FlashPaper. Click on the printer icon in the FlashPaper toolbar to print your receipt.
If you do not have a printer connected to your computer, you can always login later and print it from the Main Menu of MyParking.

If you print the receipt you will receive this screen.

The University of Toledo
Parking Services
2801 W. Bancroft Street MS 335
Toledo, Ohio 43606

Parking Permit Receipt

Tony Johnson

Permit Type: A Campus Affiliate Annual
Permit Status: Active
Permit cost: $103.00

Make and Mo
Year: 2010
License Plate:

Your request was received: 01/08/2012

This permit is valid from 09/01/2011 through 08/31/2012

Students:

- Reserved permit will be converted to an **Active (virtual) Permit** 5 days before the start of the semester
- Log into www.utoledo.edu/parkingservices to determine where I should park my vehicle or to print a copy of the Parking Terms and Condition
- Log into MyParking.utoledo.edu to update my permits (vehicle and plate information)

Employees:

- Log into www.utoledo.edu/parkingservices to determine where I should park my vehicle or to print a copy of the Parking Terms and Conditions
- Log into MyParking.utoledo.edu to update my permits (vehicle and plate information)

Thank you for purchasing your permit!

Your email in box will have a copy of the receipt waiting for you.

Thank you for your payment Inbox

To:

Reply | Reply to all | Forward | Print | Delete | Show original

Receipt Number:
Customer: Test,
Parking
Current Date: 12/27/2011
Business Date: 09/29/2011

Description	Amount
Parking Permit	$3.00
Service Charge	$0.09
Total	$3.09

Payments Received	Amount
SmartPay Web Credit Card	$3.09
MasterCard XXX	
Authorization # T	
Total	$3.09

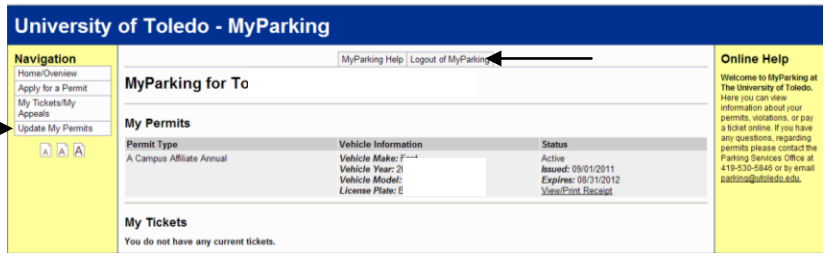
Thank you for the payment.

Step 7: Review your information

Validate that the information you entered is accurate. Click on the Home/Overview link which will show you a page similar to this one.

If the information is correct, click on “Logout of MyParking”

If it is incorrect, click on “Update My Permit”


University of Toledo - MyParking
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Logout of MyParking
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My Permits
Permit Type
Vehicle Information
Status
A Campus Affiliate Annual
Active
Issued: 09/01/2011
Expires: 08/31/2012
View/Print Receipt
My Tickets
You do not have any current tickets.
Online Help
Welcome to MyParking at The University of Toledo.
Here you can view information about your permits, violations, or pay a ticket online. If you have any questions, regarding permits please contact the Parking Services Office at 419-530-5846 or by email parking@utoledo.edu.

Updating your Vehicle Information

1. From the update screen you will click on “Update” button

2. Now you may modify your vehicle information- when done click on “Update My Permit” button